

## Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
<b>INVOICE DISPUTES RESOLUTION CA106</b>								
<ul style="list-style-type: none"> <li>Written document of invoice issue items from Services Management Specialist to Bureau Chief of Contract Administration</li> </ul>								
<ul style="list-style-type: none"> <li>Approved documented invoice issue items from Bureau Chief of Contract Administration to Services Management Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Documented invoice issue items from Services Management Specialist to provider</li> </ul>								
<ul style="list-style-type: none"> <li>Notice to Accounts Payable from Services Management Specialist if returning invoice to provider</li> </ul>								
<ul style="list-style-type: none"> <li>Provider response with cost and pricing to Services Management Specialist.</li> </ul>								
<ul style="list-style-type: none"> <li>Notice to Accounts Payable of receipt of provider's response</li> </ul>								

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<b>INVOICE DISPUTES RESOLUTION CA106</b>								
<ul style="list-style-type: none"> <li>• Certifications for Bureau Chief of Contract Administration signature, invoice, supporting documentation from Services Management Specialist to Bureau Chief of Contract Administration</li> </ul>								
<ul style="list-style-type: none"> <li>• Approved certification from Bureau Chief of Contract Administration to Contract Administration Clerk</li> </ul>								
<ul style="list-style-type: none"> <li>• Approved certifications, invoice, supporting documentation from Contract Administration Clerk to Accounts Payable</li> </ul>								